

## CLAIMS:

1. A method for displaying and manipulating computer files wherein communications are presented in a primary folder structure for user files, the method comprising:
  - receiving communications files;
  - selecting a user-selected folder as the current folder; and
  - associating at least a subset of the communications files with the current folder, including allocating the communications files with a file folder definition of the current folder, thereby providing a common folder structure which includes communications files in individual file folders containing related user files.
2. The method of claim 1, comprising:
  - accepting user inputs for file manipulation commands;
  - performing file manipulation subroutines corresponding to the user inputs; and
  - associating file attachments with the user selected folders, and locating the file attachments in the respective folder by allocating the file attachments folder space in a file folder of the files to which the file attachments are associated.
3. The method of claim 2, wherein the file attachments include attachment notes, file identification modifiers, and external file links.
4. The method of claim 1, wherein the associating of the communications files with the current folder includes placing the communications files with the current folder, thereby providing said common folder structure.
5. The method of claim 4, comprising:
  - for each of a plurality of communications files, providing a control record in a directory location for indexing communications; and
  - for each of the plurality communications file, providing a communications record in the current folder for the communications file.

6. The method of claim 4, comprising:  
providing a display of a folder tree;  
providing a display of contents of a current folder; and  
associating the subset of files with the current folder by allocating folder space in a file folder of the files to which the files are associated.
7. The method of claim 1, comprising:  
accepting user inputs for file manipulation commands;  
performing a file manipulation subroutines corresponding to the user inputs; and  
associating file attachments with selected ones of the files, and locating the file attachments in the respective folder by allocating the file attachments folder space in a file folder of the files to which the file attachments are associated.
8. The method of claim 7, comprising:  
transferring email communications to and from a host and manipulating data included in the email communications in accordance with the association of the subset of files with the folders and the allocation of file attachments folder space, the transfer including  
determining whether the message is a record in a standardized file format;  
if the message is a record in the standardized format, presenting the record in an ordered manner; and  
determining whether the message is a record in a predetermined format including association of file attachments, and permitting the user to assign the file attachments to a respective folder by allocating the file attachments folder space in a file folder of the files to which the file attachments are associated.
9. The method of claim 8, comprising:  
receiving a message;  
if the message is a record in the standardized format, determining whether the message is a multipart message;  
in the case of multipart messages, determining if the message is a "multipart-alternative" message or a "multipart-related" message;

if the message is a "multipart-alternative" message, deleting all "multipart-alternative" message parts except for a predetermined part for "multipart-alternative" messages;

if the message is not a "multipart-alternative", determining whether the message is a "multipart-related" message;

if the message is a "multipart-related" message, deleting all "multipart-related" parts except a predetermined part for "multipart-related" messages; and

presenting the predetermined part to the user.

10. The method of claim 9, comprising:

receiving a message;

if the message is a record in the standardized format, determining whether the message includes data includes multiple resulting messages;

determining whether a first resulting message is text;

if the first resulting message is text, adding the contents of the first resulting message as a sticker to all the other resulting messages; and

deleting the first resulting message from the inbox.

11. The method of claim 8, comprising:

receiving a message;

if the message is a record in the standardized format, determining whether the message includes data includes multiple resulting messages;

determining whether a first resulting message is text;

if the first resulting message is text, adding the contents of the first resulting message as a sticker to all the other resulting messages; and

deleting the first resulting message from the inbox.

12. The method of claim 8, comprising:

receiving a message;

if the message is a record in the standardized format, determining whether the message includes parts which are not part of a multipart message;

if the message includes parts which are not part of a multipart message, determining a form of encoding for the message parts; and

decoding the message parts according to the form of encoding for the

message parts.

13. The method of claim 1, comprising:
  - executing a find routine to locate a first file in a folder;
  - making a temporary list of extended file information records;
  - determining if extended file information for the files is available;
  - if the extended file information is available, displaying file information concerning the file;
  - determining if a sticker note associated with the file is found and if the sticker note is found, displaying the existence of the sticker note;
  - determining if tag information associated with the file is found and if the tag information is found, displaying the existence of the tag information;
  - and
  - repeating the sequence until no further files are found in the folder.
14. The method of claim 13, wherein the tag information is presented as a color code.
15. The method of claim 1, comprising:
  - transferring email communications to and from a host and manipulating data included in the email communications in accordance with the association of the subset of files with the folders and the allocation of file attachments folder space;
  - if the transfer is a send operation, determining if the recipient is tagged for encryption;
  - if the recipient is tagged for encryption, sending the file in encrypted form; and
  - if the transfer is a receive operation, permitting the user to assign the file attachments to a respective folder by allocating the file attachments folder space in a file folder of the files to which the file attachments are associated.
16. The method of claim 15, comprising:
  - accepting user inputs for file manipulation commands;
  - performing a file manipulation subroutines corresponding to the user inputs; and

associating file attachments with selected ones of the files, and locating the file attachments in the respective folder by allocating the file attachments folder space in a file folder of the files to which the file attachments are associated.

17. The method of claim 1, comprising:

- tagging a file in response to a predetermined mouse click;
- providing a representation of the file in a mouse "drag" representation to follow the mouse until receiving another instance of the predetermined mouse click; and
- providing a "release mouse click" function in response said receiving another instance of the predetermined mouse click, thereby permitting folder allocation without a requirement that the user hold a mouse button during a mouse "drag" operation.

18. The method of claim 1, comprising:

- tagging a file in response to a predetermined mouse click;
- providing a representation of the file in a mouse "drag" representation to follow the mouse until receiving another instance of the predetermined mouse click;
- providing a "release mouse click" function in response said receiving another instance of the predetermined mouse click, thereby permitting folder allocation without a requirement that the user hold a mouse button during a mouse "drag" operation;
- accepting user inputs for file manipulation commands; and
- performing a file manipulation subroutines corresponding to the user inputs.

19. The method of claim 1, comprising:

- accepting user inputs for file manipulation by tagging a file in response to a predetermined mouse click;
- providing a representation of the file in a mouse "drag" representation to follow the mouse until receiving another instance of the predetermined mouse click;
- providing a "release mouse click" function in response said receiving

another instance of the predetermined mouse click, thereby permitting folder allocation without a requirement that the user hold a mouse button during a mouse "drag" operation;

performing a file manipulation subroutines corresponding to the user inputs;

selectively associating file attachments with selected ones of the files, and locating the file attachments in the respective folder by allocating the file attachments folder space in a file folder of the files to which the file attachments are associated; and

the association of the subset of the communications files with the current folder including allocating the communications files with a file folder definition of the current folder, thereby providing a common folder structure which includes communications files in individual file folders containing related user files.

20. The method of claim 19, comprising:

accepting user inputs for file manipulation commands;

performing a file manipulation subroutines corresponding to the user inputs; and

associating file attachments with the user selected folders, and locating the file attachments in the respective folder by allocating the file attachments folder space in a file folder of the files to which the file attachments are associated.

21. The method of claim 19, comprising:

transferring email communications to and from a host and manipulating data included in the email communications in accordance with the association of the subset of files with the folders and the allocation of file attachments folder space, the transfer including

determining whether the message is a record in a standardized file format;

if the message is a record in the standardized format, presenting the record in an ordered manner; and

determining whether the message is a record in a predetermined format including association of file attachments, and permitting the user to assign the

file attachments to a respective folder by allocating the file attachments folder space in a file folder of the files to which the file attachments are associated.

22. A computer program product for displaying and manipulating computer files and presenting the communications in a primary folder structure for user files, the computer program product comprising:

- code for receiving communications files;
- code for selecting a user-selected folder as the current folder; and
- code for associating at least a subset of the communications files with the current folder, including allocating the communications files with a file folder definition of the current folder, thereby providing a common folder structure which includes communications files in individual file folders containing related user files with the communications files associated with the current folder, thereby providing said common folder structure.

23. The computer program product of claim 22, further comprising code for accepting user inputs for file manipulation commands and performing file manipulation subroutines corresponding to the user inputs, wherein file attachments are associated with the user selected folders, and the file attachments are located in the respective folder by allocating the file attachments folder space in a file folder of the files to which the file attachments are associated, wherein the file attachments include attachment notes, file identification modifiers, and external file links.

24. The computer program product of claim 22, comprising:

- code for providing a control record in a directory location for indexing a plurality of communications files, by locating the control record in the current folder for the communications file.

25. The computer program product of claim 24, comprising:

- the communications files including email communications; and
- code for transferring the email communications to and from a host and manipulating data included in the email communications in accordance with the association of the subset of files with the folders and the allocation of file attachments folder space, the transfer including determining whether the message is a record in a standardized file format and if the message is a record

in the standardized format, presenting the record in an ordered manner, and determining whether the message is a record in a predetermined format including association of file attachments, and permitting the user to assign the file attachments to a respective folder by allocating the file attachments folder space in a file folder of the files to which the file attachments are associated.

26. The computer program product of claim 25, comprising:
- code for receiving a message, and if the message is a record in the standardized format, determining whether the message includes data includes multiple resulting messages;
  - code for determining whether a first resulting message is text, and if the first resulting message is text, adding the contents of the first resulting message as a sticker to all the other resulting messages; and
  - code for deleting the first resulting message from the inbox.
27. The computer program product of claim 22, comprising code for transferring email communications to and from a host and manipulating data included in the email communications in accordance with the association of the subset of files with the folders and the allocation of file attachments folder space, and if the transfer is a send operation, determining if the recipient is tagged for encryption and if the recipient is tagged for encryption, sending the file in encrypted form, and if the transfer is a receive operation, permitting the user to assign the file attachments to a respective folder by allocating the file attachments folder space in a file folder of the files to which the file attachments are associated.
28. The computer program product of claim 22, further comprising code for tagging a file in response to a predetermined mouse click, providing a representation of the file in a mouse "drag" representation to follow the mouse until receiving another instance of the predetermined mouse click, and providing a "release mouse click" function in response said receiving another instance of the predetermined mouse click, thereby permitting folder allocation without a requirement that the user hold a mouse button during a mouse "drag" operation.
29. The computer program product of claim 28, further comprising:
- code for performing a file manipulation subroutines corresponding to



the user inputs;

code for selectively associating file attachments with selected ones of the files, and locating the file attachments in the respective folder by allocating the file attachments folder space in a file folder of the files to which the file attachments are associated; and

code for the association of the subset of the communications files with the current folder including allocating the communications files with a file folder definition of the current folder, thereby providing a common folder structure which includes communications files in individual file folders containing related user files.